IA Student Research Assistant
Institutional Advancement

Fall/Spring 2021-22 Academic Year

Duties/Responsibilities:
Under the direction of the Vice President, Institutional Advancement and, for certain projects, in coordination with the Director of Institutional Research:

- Gather participation data from across relevant experiential programs in an effort to build a comprehensive view of students' leadership/pre-professional development profiles. Categories include, but may not be limited to, involvement in club/organization leadership roles, internship programs, athletics leadership roles, HCC courses, summer research programs, fellowships, student employment, practicums.

- Gather information on summer academic programs across national liberal arts colleges and LA-area universities, including types and lengths of courses/programs, program tuition fees, target audiences (e.g., high school students, undergraduates, working adults, etc.), faculty/department affiliations, marketing, and any other relevant information that would inform a feasibility assessment of effective program delivery.

- Gather information on undergraduate curricular and co-curricular entrepreneurship programs at liberal arts colleges.

- Gather Oxy Football film and video footage from various sources/archives.

- Additional research as needed.

Qualifications:

- Experience with spreadsheet software such as Excel and Google Sheets.

- Experience documenting methodologies/processes for gathering and organizing disparate data sets.

- Strong communication skills.

- Comfortable approaching offices/programs across the College and at other institutions to request information.

- Demonstrated ability to manage confidential information responsibly.

Start date: Immediately
End date: Close of Academic Year

Work Schedule: TBD based on class and co-curricular schedule. Ideally days and times would fall within normal business hours.

Hours Per Week: 8

Starting pay rate: $15/hr

To apply, please submit student employment application to @oxy.edu